

## HELPFUL HINTS TO EXPORTERS

- Apply for a license as soon as you have an order. Don't wait until the last minute.
- Whenever possible apply for licenses and classifications electronically via ERIC, ELAIN or SNAP.
- Fill out the application form completely. And remember to:
  - Sign your application form;
  - Attach all required supporting documentation;
  - Use proper, up-to-date forms available from the Outreach and Educational Services Division in Washington, D.C. by calling (202) 482-4811, BIS's Western Regional Office in Newport Beach, California by calling (949) 660-0144 or in San Jose, California by calling (408) 998-7402, any U.S. Department of Commerce, International Trade Administration District Office. To order large quantities of forms, write BIS's Operations Support Division, P.O. Box 273, Washington, D.C. 20044, or telephone (202) 482-3332.
  - Include complete technical information about the item(s) on your application.
- To determine the status of your application, call STELA (System for Tracking Export License Applications) on (202) 482-2752, using the *Application Control Number* printed on the application form.
- Mark "United States of America" on shipping containers to help publicize American-made goods overseas.
- When in doubt, contact BIS's Outreach and Educational Services Division at (202) 482-4811 or BIS's Western Regional Office in Newport Beach, California by calling (949) 660-0144 or in San Jose, California by calling (408) 998-7402.
- Attend the Export Administration Seminars and Workshops. Seminar Staff: 202-482-6031.
- Obtain and become familiar with the Export Administration Act of 1979 as amended in 1981, 1985, 1988, and 2000.
- Subscribe to and study the *Export Administration Regulations*. Failure to comply with the Regulations can result in adverse publicity, loss of export privileges, fines, and imprisonment. EAR website: <http://www.gpo.gov/bis>
- Insert the latest changes contained in the *Export Administration Bulletins* as soon as you receive them. Or better yet, subscribe to the electronic version of the Regulations, that are updated automatically for you.
- Read the *Federal Register* and submit public comments on proposed changes to the Export Administration Regulations. Your comments are important to us. Federal Register website for the EAR: [http://w3.access.gpo.gov/bis/fedreg/ear\\_fedreg.html](http://w3.access.gpo.gov/bis/fedreg/ear_fedreg.html)
- Support the Technical Advisory Committees by keeping informed of their agenda and by supplying committed members with ideas, suggestions and information.